



AMENDED

BUDGET ANALYST VACANCY ANNOUNCEMENT

Federal Election Commission

ANNOUNCEMENT NUMBER: 07-047
OPENING DATE: 06/28/2007
CLOSING DATE: 07/12/2007

TITLE, SERIES, AND GRADE

Budget Analyst, GS-560-9
Salary **\$46,041 to \$59,852** per annum
Permanent, Full-Time
Full Performance Level is GS-13

VACANCY LOCATION

Federal Election Commission
Chief Financial Officer
Washington, DC

AREA OF CONSIDERATION: Applications will be accepted from current, permanent FEC employees. The position will be filled using modified qualifications.

This announcement has been amended to correct the full performance level, clarify modified qualification requirements information and correct the KSAs.

DUTIES This Budget Analyst position is a trainee position with the purpose of providing professional development to the selected individual (hereafter referred to as the incumbent) in financial management and budget and program analysis. The position is located in the Office of Budget, Planning and Management (BPM) under the Office of the Chief Financial Officer (CFO) within the Federal Election Commission (FEC). The Office of Budget, Planning and Management develops the Commission's budget and, each fiscal year, prepares a management plan determining the allocation and use of resources throughout the agency and monitors adherence to the plan.

The incumbent provides assistance to the Director, BPM, in all phases of the budget process and by learning how to perform a wide variety of programmatic, budgetary, and statistical studies, analyses and reviews of agency-wide program activities. Duties and responsibilities expose the trainee to the full spectrum of the agency's program analysis and budgetary process, particularly budget formulation, presentation, and execution, as well as the monitoring of annual operating plans and the conducting a variety of studies designed to improve organizational effectiveness and efficiency. In addition, the work of this position includes (but is not limited to), the design, development, operation, and inspection of financial management systems; the application of financial management standards, policies, and requirements; the examination, analysis, and interpretation of financial data, records, reports; and the provision of financial management advice and assistance to management. The incumbent serves as a secondary Certifying Officer for the FEC.

QUALIFICATION REQUIREMENTS: Modified qualifications will be used to fill this in-service placement in accordance with the general policies and instructions found in The Qualification Standards Handbook for General Schedule Positions. Applicants must meet the minimum educational requirements of the GS-560 budget analysis occupational series.

Applicants must have at least one full year of related specialized experience which clearly demonstrates that it has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the work of the position. To be creditable, related specialized experience must have been at least equivalent to the next lower grade in the Federal service in the normal line of progression. **Related specialized experience:** is progressively responsible experience in an area of work or study that shows that the applicant has developed the skills required to perform the duties of the position. Such experience may have been gained in administrative, professional, technical, or other responsible work that required strong written and oral communication skills, analytical

capabilities, organizational skills, and the ability to establish and maintain effective working relationships with people of different interests or perspectives.

The authority to modify OPM qualifications standards is not to be used for placement to a higher grade, except where the employee previously held a position at that grade or higher grade levels on a permanent basis. This authority can be used to place an employee in a position with greater promotion potential than the position currently or previously held.

The employee hired will be reassigned at his or her current permanent grade level. Salary will be set based on highest previous rate. The employee may be noncompetitively promoted after he or she has successfully demonstrated that he or she can perform the budget analyst duties at the assigned level and has met time-in-grade requirements.

Questions regarding qualification requirements for this position should be directed to the FEC Human Resources Office at 202-694-1080.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): The following factors will be used to determine the best-qualified candidates. Applicants are strongly encouraged to prepare a supplemental narrative statement which describes how their experience(s), education/training, awards and supervisory appraisals relate to each of these factors. While this narrative statement is not mandatory, your opportunity for referral and employment consideration may be adversely affected if you fail to include full and complete descriptions of your work experience and achievements as they relate to the KSA's listed in this announcement.

1. Ability to obtain, compile and summarize narrative information and/or quantitative data.
2. Ability to extract budget and program data from computer printouts of accounting records, forms and reports.
3. Demonstrated written and oral communication skills.
4. Demonstrated organizational skills sufficient to develop and maintain a complex budget filing system, maintain a calendar of submissions and deadlines, and perform detailed reconciliations.

U.S. Citizenship is required.

Failure to meet these basic qualification requirements automatically disqualifies an applicant.

EVALUATION METHOD: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities required for the position in accordance with FEC Personnel Instructions 300.1, Appointments & Promotions (Non-Unit). Current performance appraisal and awards may also be used in the evaluation process.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit.

HOW TO APPLY

All applicants must submit the following materials by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:
 - a. Vacancy Announcement Number and Position Title
 - b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.

- c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
 - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy.
 - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
1. Narrative statement that addresses the Selective Placement Factor and each KSA.
 2. Former and Current Federal competitive service employees must submit a Standard Form 50 (Notification of Personnel Action) that verifies their career status.
 3. A current performance appraisal dated within 18 months or an explanation as to why one is not available.

WHERE TO APPLY

Your application must be received in the FEC HR Office by the closing date of the announcement. If your application is received after the closing date, it will not be considered. You are strongly encouraged to apply by email. Send your application package to our email address: fecjobs@fec.gov. The subject line must contain the announcement number and your name. If you apply by mail, we recommend using a courier or registered mail service and send your package to:

Federal Election Commission
Attn: HR Office
Announcement 07-047
999 E Street NW, Suite 500
Washington DC 20463

For additional information, call the HR Office at 202-694-1080.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.